

## **Montana Arts Council**

830 N. Warren Street, 1<sup>st</sup> Floor

Helena, Montana

406-444-6430 when the message begins press 0 (zero)

### **To use the lift:**

1. Park in the reserved van-accessible parking space just below the back steps.
2. On the outside of the lift, to the left of the door, **push the CALL button to trigger the door to open.**
3. If the lift is not on the level you need it, **push and hold the SEND button,** until it stops at the correct level. (Hold the button until the lift stops on its own, in order for it to be at the correct height for entering and exiting.)
4. Open the door and enter the lift, letting the door close behind you.
5. **Push firmly and hold the “2” button** inside the lift until comes to a stop at the upper level.
6. Push the door open and exit. If you need assistance opening our back door, please knock and someone will help you immediately.

To return to the main parking level, repeat steps 2 – 6, pushing and holding the “1” button, instead.